FY-00

ITEM NO: 009-99

DATE: 06 NOV 1998

CATEGORY: I

1. SCOPE:

1.1 Title: Ship Departure Report; provide

2. REFERENCES:

a. None.

3. REQUIREMENTS:

3.1 Submit two legible, completed copies of the Ship Departure Report to the SUPERVISOR showing actual distribution of final contract price among the Work Items accomplished no later than 30 days after the availability end date. The report shall be in a format in accordance with Attachment A. Include in the report:

3.1.1 Customer summary, which provides a summarized total cost of the availability.

3.1.2 The manday rates utilized for bid pricing of the original specification package and growth/new Work Items. The manday rates shall be specified for each COAR.

3.1.3 The original bid price of each Work Item, broken down by mandays and material, with the total dollar value.

3.1.4 The final cost of each Work Item, broken down by mandays and material, with the total dollar value.

3.1.4.1 The final cost of each Work Item shall be the sum of the original bid price plus the negotiated cost of each applicable change.

3.1.5 The final negotiated cost of each growth item, listed by item number under the original Work Item, broken down by mandays and material.

3.1.6 The final negotiated cost of new work, broken down by mandays and material. Identify new work by Work Item number and item number.

3.1.7 Work Items grouped and totaled as follows:

    3.1.7.1 TYCOM Maintenance (Repair Items), Title and Work Item Number

    3.1.7.2 "D" Alterations, Title and SHIPALT Number

    3.1.7.3 "K" Alterations, Title and SHIPALT Number

    3.1.7.4 ORDALTs, Title and ORDALT Number

3.2 The general format for the Ship Departure Report shall be:

3.2.1 Column (1), Work Item Number

3.2.2 Column (2), brief abbreviated title

3.2.3 Column (3), contractor's original bid, broken down by mandays and material

3.2.4 Column (4), contractor's original bid price in dollars

3.2.5 Column (5), actual mandays to accomplish Work Item

3.2.6 Column (6), actual contractor furnished material (CFM)

3.2.7 Column (7), total dollar cost shall be calculated by multiplying column (5) times the contractor's manday rate, or negotiated price for new work/growth items, and adding column (6)

3.3 Complete Columns (1) through (7) and list all items under the correct Work Item, with a line for total actual cost of the Work Item.

3.3.1 List subcontractor costs on a separate line under the Work Item number, broken down by mandays and material.

3.4 The totals of Column (7) shall include all charges by the contractor to the Work Item. It will be the number of mandays time a factor to include direct labor, overhead rates and profit plus material of Column (6).

3.4.1 The sum of all Work Items, including growth costs, plus all new work items shall equal the final cost of the contract.

3.5 Costs reflected should be accurate at the time of submission. When final costs are not available within the 30-day reporting timetable, predictions/estimates for each Work Item must be furnished.

4. <u>NOTES</u>:

    4.1 Departure reports are not accounting documents; however, they will be handled as business sensitive material.

    4.2 Computer printouts are acceptable.

SHIP DEPARTURE REPORT

BUSINESS SENSITIVE

REPORT NUMBER 4790-13   1   ISSUE DATE _____
NAVSEAINST 4790.14A   2   SSP NO. _____
DATED _____

SHIP DEPARTURE REPORT

FOR

    3   4
      USS _____ (_____)
5   6   7
  UIC _____   TYPE OF AVAIL. _____   AVAIL NO. _____
8   9
  AVAIL. START _____   AVAIL COMP. _____
10
  INDUSTRIAL ACTIVITY _____
11
  CONTRACTOR _____
12
  JOB ORDER NUMBER _____

INDEX	PAGES
TYCOM MAINTENANCE	_____
TYCOM ALTERATIONS	_____
NAVSEA ALTERATIONS	_____
NAVSEA ORDALTS	_____
13 ADMINISTRATIVE SERVICES (DSA FUNDED)	_____
OTHER	_____

DISTRIBUTION:

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SHIP DEPARTURE REPORT
USS _____

14
  CUSTOMER SUMMARY

CUSTOMER/TYPE OF WORK	15 COAR	16 GLM$	17 M/D	18 MATL	19 COST$	20 APA$
A. TYCOM REPAIRS						
B. TYCOM ALTERATIONS						
C. NAVSEA ALTERATIONS						
D. NAVSEA ORDALT						
E. ADMINISTRATIVE SERVICES (DSA FUNDED)						
F. OTHER						
21 TOTAL	____	____	____	____	____	____

22
CONTRACT AWARD COST _____
23
CONTRACTOR _____

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SHIP DEPARTURE REPORT
USS _____

CUSTOMER/TYPE OF WORK	COARS	MANDAY RATES $
A. TYCOM REPAIRS	16_____	_____
B. TYCOM ALTERATIONS	16_____	_____
C. NAVSEA ALTERATIONS	30_____	_____
D. NAVSEA ORDALTS	52_____	_____
E. ADMINISTRATION SERVICES (DSA FUNDED)	_____	_____
F. OTHER	_____	_____

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SHIP DEPARTURE REPORT

SHIP _____
CONTRACTOR _____
JOB ORDER _____

SPEC #	BRIEF TITLE	ORIG BID MD/MATL	ORIGINAL BID TOTAL DOLLARS	ACT MD	ACTUAL CFM	FINAL TOTAL DOLLARS

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DATA ELEMENTS FOR ATTACHMENT A

DATA ELEMENT   DATA DESCRIPTION

1.   Issue Date   Gregorian date of Departure
                                     Report(Month/day/year)

2.   SSP Number   SUPSHIP Control Number or Control Number for
                                     the planning activity. Three digit number
                                     assigned by the SUPSHIP, with a dash followed
                                     by the Fiscal Year (e.g., 549-94)

3.   Ship Name   Noun name of ship (e.g., "USS GRASP")

4.   Hull Number   Ship type and number (e. g., "ARS-51")

5.   Ship's UIC   Unit Identification Code from NAVCOMPT Manual,
                                     Volume 2, Chapter 5

6.   Type of Availability   The type of availability. Examples: ROH -
                                     Regular Overhaul; COH - Complex Overhaul;
                                     SRA - Selected Restricted Availability;
                                     DSRA- Docking Selected Restricted
                                     Availability; PMA - Phase Maintenance
                                     Availability; DPMA- Docking Phase Maintenance
                                     Availability; INA - Inactivation;
                                     ACT - Activation; CONV- Conversion;
                                     RAV - Restricted; Availability;
                                     TAV - Technical Availability

7.   Availability Number   A three digit number assigned by the SUPSHIP

8.   Availability Start Date   Date of availability start (Month/Day/Year)

9.   Availability Completion   Date of actual completion (Month/Day/Year)
     Date

10. Industrial Activity   Cognizant Supervisor of Shipbuilding

11. Contractor   Name of Contractor

12. Job Order Number   Number assigned to the contract at award

13. Administration Services   Design Service Allocation Funds
     (DSA Funded)

14. Customer Summary   Summarizes the total cost of the availability

DATA ELEMENT	DATA DESCRIPTION
15. COAR	Customer Order - Code indicating cost category (First two digits for customer and last three digits for availability number)
16. GLM$	Total cost of government labor and government furnished material
17. M/D	Contractor manhours divided by eight including all change orders (sequences)
18. MATL	The dollar cost for material provided by the contractor
19. COST$	Total dollar cost including contractor labor, contractor material and GFM
20. APA$	The dollar cost of Appropriation Purchase Account (APA) material utilized in connection with the Customer Order (not chargeable to the Job Order)
21. TOTAL	Self-explanatory
22. Contract Award Cost	Cost of Contract at time of award
23. Contractor	Name of Contractor